

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**POSITION TITLE: CHILDCARE ATTENDANT**

**DEFINITION:** Under the general direction of the Principal, care for children ages two to fourteen whose parents are attending school district functions or classes

**ESSENTIAL FUNCTIONS:** *Duties may include, but are not limited to the following:*

- Provide general supervision of children
- Supervise and facilitate age appropriate games and activities
- Recognize, understand and handle certain childhood behaviors
- Maintain a safe environment; handle emergencies as they arise
- Maintain cleanliness and order
- Maintain the parent sign in and sign out list for their children
- Facilitate a nutrition break as necessary
- Other duties as assigned.

**QUALIFICATIONS:**

**Knowledge of:**

- Basic physical, social, intellectual and emotional development patterns and behaviors of children
- Basic child safety practices and emergency protocols
- First aid

**Ability to:**

- Successfully relate with toddlers and school age children
- Understand and follow oral instructions.
- Work effectively with those contacted in the course of the work
- Must be able to work independently and as part of a team

**EDUCATION AND EXPERIENCE:**

- Any combination of education and/or experience which would demonstrate possession of the knowledge and abilities listed herein
- Completion of the twelfth grade
- Demonstrable experience in babysitting and/or childcare
- Coursework in child development desirable

**PHYSICAL REQUIREMENTS:** *of this position are, but not limited to the following:*

**Ability to:**

- Sit for extended periods of time
- Stand in one area for extended periods of time
- Stand and walk for extended periods of time
- Ascend and descend steps
- See for the purpose of observing accuracy of reports and documents
- Hear and understand speech at normal levels
- Communicate so others will clearly understand normal conversation

**POSITION TITLE: CHILDCARE ATTENDANT, *Continued***

- Communicate using the telephone and radio.
- Push/pull, squat, turn, twist, bend, and stoop.
- Lift and carry 30 lbs.
- Reach in all directions.
- Think clearly and rationally to solve problems, make good judgments and decisions.
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position.

**WORKING CONDITIONS:**

Indoor and outdoor working environment subject to bending, crouching, kneeling, lifting and reaching in all directions.

**LICENSE OR CERTIFICATE:**

- Possession of a valid California Driver's license
- American Red Cross Certification in babysitting and childcare desirable
- Valid CPR/First Aid Certification

**NOTE:** This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.